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Executive Registry

4-0025

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To: Mr. Eugene Wilhelm

From:

Date: May 7, 1953

Subject: Printing of Reports

it is necessary that we make some long range plans for the facilities and personnel needed to print and distribute our reports. In order to make adequate provisions, we would like to know whether the Agency wishes us to continue printing reports prepared under Contract

Our facilities now include a Model 80 Multilith and two Standard Duplicators which we believe is ample equipment to handle our report reproduction, at least in the foreseeable future. Our tentative plans include the establishment of a report section staffed by a full-time Multilith operator and adequate clerical assistance to handle typing, collating, and checking of major reports (both drafts and final).

In the past, has printed all classified reports internally and has subcontracted all binding and printing of unclassified government reports to . The report section would be staffed to handle our normal or average report load of both classified and unclassified reports and we would continue to subcontract some unclassified work to during peak periods, such as at the completion of a major project.

It is difficult to estimate our printing costs because of many variable factors; however, whether printing is done by the Agency, typed copy must be furnished (or, in the latter case, the equivalent on Multilith Masters). Our costs for printing, then, include only material, binding, and wages of the Multilith operator, collators, etc. On the basis of previous experience, this has cost about \$300.00 for the first hundred copies of a bound volume of 300 pages and \$200.00 for each additional hundred. We assume that we will be able to introduce certain efficiencies with the establishment of a report section staffed by trained help. We would not attempt to print reports internally where the quantity needed exceeded 400 copies. For work subcontracted to the costs vary considerably

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according to quantity. As a rough guide, however, prices for a volume of 300 pages have been \$700-\$800 for the first hundred copies and \$150 for each additional hundred.

If the Agency prefers to have  print reports, we would propose that a printing allowance be included in each project budget. We would not submit a separate budget for our report section but would apportion charges to specific projects in accordance with the work performed.

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During the coming summer, two projects are scheduled for completion. The report of one of the projects tentatively will consist of about 3000 pages assembled in 69 different volumes with a range of 50-300 copies of each volume required. The report of the second project will be approximately 500 pages.

We would like to request an immediate decision regarding printing, for  is to perform this function we will have to start now to employ our staff and process clearances in order to handle the work scheduled for early summer.

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